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financial situation of the *Agricultural Index*, which stated that with very few exceptions librarians have paid the increased price with a good grace and have written letters expressing their appreciation of the value of the *Index* and their willingness to do their part to keep it going.

Miss Barnett chairman of the Resolutions Committee, presented a resolution on the death of Eunice R. Oberly which was ordered to be printed and a copy sent to the family.

Miss Barnett also announced the plan for a memorial in the form of an annual or bi-

ennial prize for the best bibliography in the field of agriculture or the natural sciences which will probably be administered by the American Library Association.

Upon the report of Lydia K. Wilkins, chairman of the Nominations Committee, H. O. Severance, librarian of the University of Missouri, was elected chairman for the next meeting and Mary G. Lacy, librarian, Bureau of Agricultural Economics of the U. S. Department of Agriculture, secretary.

ANNA DEWEES,  
Acting Secretary.

## CATALOG SECTION

The Catalog Section met on Tuesday and Friday afternoons, Mrs. Jennie Thornburg Jennings of the Public Library, St. Paul, presiding. Ruth Rosholt of the Minneapolis Public Library acted as secretary.

### First Session

The chair appointed the following committees:

Committee on Nominations, Adelaide F. Evans of the Detroit Public Library, chairman; Clara P. Briggs, Harvard College Library; and C. H. Hastings, Library of Congress.

Committee on Resolutions, Harriet E. Howe, Simmons College, chairman; Wilhelmina E. Carothers, Minnesota Historical Society Library; Amy C. Moon, St. Paul Public Library; Helen B. Sutliff, Stanford University Library; and Agnes S. Hall, Denver Public Library.

Committee on Recruiting of Catalogers to confer with the general Recruiting Committee of the A.L.A., Grace Hill, Public Library, Kansas City, chairman; Esther A. Smith, University of Michigan Library; Marion I. Warden, Louisville Public Library.

The chair read a letter from W. Dawson Johnston, director of the American Library in Paris, suggesting the extension of the use of printed cards in European libraries and offering his co-operation. The chair appointed as a committee to consider Dr. Johnston's proposal, Charles Martel, Library of Congress, chairman; Mildred M. Tucker, Harvard University Library; and Clement W. Andrews,

librarian of the John Crerar Library, Chicago.

The results of a widely distributed questionnaire on cataloging were discussed in an address on

### THE CATALOGING SITUATION\*

BY FRANK K. WALTER, *Librarian, University of Minnesota*

To the question "What recent changes, if any, have you noticed in the difficulty of obtaining catalogers?" 40 libraries replied that they saw little or no change. Fourteen find increased difficulty in getting *good* catalogers while 16 notice less trouble in this respect than a year ago. Several avoid trouble by recruiting their catalog forces from their apprentice classes.

Most of those who report increased difficulty in obtaining good catalogers lay the blame on low library salaries generally. On the other hand, the replies as a whole show that the salary schedule is not always responsible. Many libraries whose salaries are below average report much less trouble than do libraries who pay considerably more. The special qualifications required of catalogers have something to do with this question as the libraries which insist on high quality of work usually have more trouble finding people able to maintain the standard. Scarcity of competent help is peculiar to no special type of library. Public, reference, college

\*Abstract.

and university libraries seem to suffer in about the same degree.

The range of salaries paid catalogers is wide. Initial salaries vary from \$720 to \$1800 for assistants, according to the kind of work required of them. Head catalogers receive considerably more though only 6 salaries from \$2500 to \$3000 are definitely reported. Few of the head catalogers who sent replies mentioned their own salaries and it is practically certain that many of them would belong in this salary group. There seems to be a tendency to consider \$1500 a basic salary for an assistant with college and library school training or approved experience. Applicants with more than usual training and experience frequently are offered \$1800. Applicants with less than a full college course or library school certificate or extended cataloging experience are often offered from \$1200 to \$1400 though the supply at these figures is very limited. Salaries of \$2000, \$2100 and \$2400 for head catalogers or heads of special cataloging sections are rather common.

Thirty-six libraries report an increasing tendency in salary but it is not clear that all of these expect this tendency to continue. Thirty-one libraries (22 public and 9 college or university) expect their salary schedules to be stationary, at least for a while. The rest of the opinions are too indefinite to base an opinion on but there is no statement of actual or expected lowering of salaries. Neither is there any indication that catalogers are underpaid in comparison with their colleagues. They are usually graded with the rest of the staff and receive corresponding salaries. In 14 cases their salaries are relatively higher. This is due sometimes to the law of supply and demand and sometimes to the higher qualifications required of catalogers.

Many of the libraries reporting an increasing salary scale have automatic or incremental increases based on a predetermined minimum and maximum for specified grades of service. These increases, based on length of service or efficiency or on a combination of the two, are most common in public libraries.

A distinction between professional cataloging and clerical service is common but the line of cleavage is often indistinct and is not

always dependent on the size of the catalog staff. The use of part-time student assistants for clerical work to save the time of trained and experienced catalogers is common in college and university libraries.

Even where the professional status of the cataloger is recognized there is no general agreement as to grades or titles. The most common grades are, head cataloger, first assistant, senior assistant, junior assistant (who may, as far as the title goes, be either a clerk or a trained but inexperienced cataloger). In the smaller libraries there is often no distinction between the two grades of assistants. In the larger libraries there may be a chief or supervisor outranking the head cataloger and a reviser or classifier outranking the assistants. Again, as in the Library of Congress, the senior catalogers may be specialists in definite fields of co-ordinate rank. There may be no definite catalog department, as at the University of Vermont, where, the librarian, Helen B. Shattuck, says, "The assistant librarian and myself do all the 'professional' cataloging . . . with younger assistants to do the clerical part of it." This condition resembles that found in many school, special and business libraries. The main conclusion to be drawn is that local conditions still determine title as well as specific duties and that it is unsafe to appraise a cataloger by title alone.

In college and university libraries the question of professional status can be rather easily measured by the academic rank given those on the payroll. Of the thirty-two libraries in these classes from whom replies were received only 3 gave academic rank to the catalog staff generally—i.e. to those who could be properly considered professional workers. At Vassar "Catalogers rank as instructors or assistants according to qualifications and length of service." At Iowa State College "The head cataloger ranks as instructor in the college; assistants, as college assistants." In 9 others academic rank is given to some members of the catalog staff, usually to the head cataloger and sometimes to heads of sections. At Columbia University "Academic rank is granted by vote of the trustees to supervisors of long tenure of office." At Smith College "All are assistant

librarians. The cataloger in charge has an assistant professor's salary. Librarian only attends faculty meetings but staff has every academic privilege and courtesy." At the University of Chicago "Heads of cataloging and classification departments and two revisers have rank of associate, which is the academic rank next to instructor." At the University of North Dakota catalogers have "Instructor's rank as far as salaries and marching in academic processions go, are not listed with teaching faculty however." In several cases the academic status is rather indefinite. In 16 cases no academic rank is given to the catalog staff.

The dearth of catalogers has a direct bearing on the specific qualifications they are expected to have. The variety of opinion on this matter is great. Most libraries prefer college graduates. Six require college graduation for all but the lower grades. Eight are content with high school graduation. Seven require a year of library school training and many others want applicants with such training when they can get them. Reading knowledge of foreign languages is frequently expected, especially German. Many deplore the lack of experience but few libraries actually require it from applicants. Three take graduates of their own apprentice classes. Five have no requirements except those in force for the entire library staff.

There is fairly general agreement as to the deficiencies. Nineteen libraries find applicants lacking in general education. In 14 they are especially deficient in knowledge of foreign languages and particularly, since the opening of the war, in German. Ten find professional training rather generally lacking. Two assert that candidates most lack application and accuracy. Six do not get enough applicants with experience.

The report of the Sub-Committee on Cataloging last year recommended more diversity of work to overcome the traditional monotony of cataloging. Many quotations would be needed to show what is actually being done in this direction. The need of variety enough to excite interest is almost universally recognized. Attempts to excite and maintain this interest mostly follow three general lines: (1) Holding each member of

the catalog staff responsible for the entire process or a large part of the cataloging process in special classes or types of books; (2) relieving the cataloger of those processes for which she shows little liking or aptitude; (3) relegating clerical and strictly routine work to clerical assistants or dividing it among the staff.

Miss Rosholt has emphasized a fact touched on by several others: that mere diversity may itself become as bad as monotony and that the essential continuity of the cataloging process must be preserved.

Many libraries of all types assign or permit catalogers some regular service at the loan or reference desks or in other departments of the library. This is usually popular with the catalog staff and considered advantageous by the librarian.

Many specific suggestions for improving the cataloging situation were received. Increased salaries was the means most frequently suggested. More recognition of the importance of good cataloging on the part of head librarians, the library staff generally, library school faculties and catalogers themselves, was suggested almost as often. Relatively few suggested better educational and professional equipment for the catalogers but this was undoubtedly implied in many replies to an earlier question. The deficiencies in catalogers which are noticed by Mr. Martel of the Library of Congress may help explain the lack of the recognition desired. He says: "The most common deficiencies are lack of intellectual curiosity and initiative; rather limited range of information in general and even of knowledge of the subjects in which they have specialized, also ordinarily a very slender knowledge of the languages they profess to have studied. Very few seem to devote voluntarily any of their own time to the study of library science and to the acquisition of knowledge of sources of information, which would tend to develop their critical faculty; they are too willing to be told instead of finding out and judging for themselves, and to take things for granted without verifying."

Eighteen libraries consider better teaching in library schools and greater emphasis on the importance of cataloging a very important

factor in improving the situation. To those who remember the insistent and persistent attacks on cataloging courses by students and others this *volte face* is interesting. Longer vacations and better working conditions are frequently mentioned as needed reforms.

A questionnaire similar to that sent to libraries was sent to all library schools giving a full year of professional training and to Adelaide Hasse who conducts a special training course for business librarians. Replies have been received from all but one of these schools, though Miss Hasse has answered only the parts which specifically apply to her special field.

The only school noting any diminution of the demand for catalogers is the Library School of the New York Public Library which reports the demand "Probably not so strong as two years ago; this not because fewer catalogers are needed but because supply has been increased through return of persons drawn off for war work." The demand has increased at Los Angeles, and the universities of California, Texas and Washington. At the others the demand has increased slightly or seems only stationary. Pratt Institute and the University of Wisconsin explain that their training is chiefly for general positions in public libraries—a line of work in which a demand for catalogers would be less marked. The Chautauqua school trains librarians for better work in their present positions and the question of filling new places seldom applies.

The salaries offered library school students follow the general trend. The tendency is toward increase, especially in the positions paying from \$1200 to \$1800. Less increase above \$1800 is indicated. Practically no positions below \$1200 are filled by library school students. The increases offered seem less than a year or two ago. Initial salaries for beginners range from \$1200 to \$1500 with higher offers for the unusually well-equipped up to \$1800.

In view of the rather general feeling that candidates for cataloging positions lack many desirable qualifications, it is noteworthy that the library schools generally feel there has been no material falling off in the quality of their students in cataloging.

The statement is often made, directly or implicitly, that the better type of library school student does not want to catalog. The evidence varies. The general opinion of the schools seems to be that it is not a question of better or worse students as much as one of temperament. Most of the contributors admit that the majority of the students prefer other work, usually work with the public.

Marion Horton, of the Los Angeles Public Library, gave the question to her class as a "project." Quotations from Miss Horton's summary of the results follow: "Of the 20 in the class, 3 prefer cataloging. Two of these are attractive and excellent students, among the best in the class. . . . Six others consider cataloging fascinating but would not want to do it all the time. The reasons they give for liking it vary; one sees the new books; it appeals to those who have a love of system, order and neatness; there is less rush and nerve strain than at the loan desk; it gives opportunity to learn about literature and to enlarge one's stock of information; it requires imagination to choose subject headings and it is always fun to put one's self in another's place. 'An ideal library life would be cataloging with a few hours of desk work.' 'All librarians should do some cataloging because it gives intimate knowledge of books.' The other 11 prefer other work... Reasons for preferring other work are: monotonous detail in cataloging, too much routine, too tiresome sitting still for long hours, being of service only indirectly, unattractive and dingy quarters, lack of personal element. 'The cataloger does not come in contact with many different kinds of people and does not have the joy of finding the exact book for a specific purpose or of finding a bit of literature to suit the taste of a certain person; it does not appeal to one who would rather use than peruse books.'"

In the report of the 1921 subcommittee, revision of the catalog courses in library schools was recommended. Most of the schools report some modification of these courses but the changes are usually not fundamental or extensive. Among the changes specifically mentioned are: closer correlation of theory and practice and of the allied processes of classification, subject headings and catalog

entry; more practice in real cataloging, closer attention to Library of Congress rules and the making of unit cards instead of the great variety of secondary cards with variant forms which were the staple of some of the older manuals of catalog practice. No definite action seems to have been taken on one of last year's recommendations: the differentiation of cataloging instruction for prospective workers in large and in small libraries. A "condensed course" has been considered by the Library School of the New York Public Library but no action has been taken.

The practical character of any instructional course depends primarily on the insight the instructor has into the way his theories harmonize with actual operating conditions. This, in turn, depends on the instructor's experience and his opportunities for keeping in touch with present approved practice in his subject. Of the present instructors in cataloging in the library schools represented, all but possibly one (whose answer is not clear) have had experience as catalogers for periods ranging from 1 to 25 years, aside from their instructional work. This service has been in libraries of many sizes and types. Four have, in addition, been employed in reference work. Eleven of the 16 have also held administrative positions from head cataloger to public and university librarian. If library school instruction does not always follow local practice in the libraries to which the students go, it does not necessarily follow that that school is at fault. If the theory is based on the instructor's experience and the instructor does not permit himself to get out of touch with current tendencies, it may be well for the librarian to see whether his practice is superior to the theory he criticizes.

The whole cataloging situation is complex and adequate analysis and tabulation, as stated at the outset, would require more time and space than are possible here. Nevertheless the following tentative conclusions may perhaps be drawn: (1) The supply of competent catalogers is still below the demand but the scarcity is not quite as great as a year ago and the supply seems to be slowly increasing; (2) salaries of catalogers rank with those paid other library workers of

similar qualifications. There is still a tendency toward increased salary but progress in this direction is slow at present; (3) the libraries in which there is a graded scheme of salary increases are in a minority and increases still depend for the most part on signal ability or the offer of another position elsewhere; (4) whenever possible, libraries are likely to expect rather high qualifications in their catalogers but a large part of the applicants are lacking in educational background, professional training or experience. The most common educational deficiency is ignorance of foreign languages; (5) there is a very evident attempt to maintain interest in cataloging by utilizing special aptitudes or tastes in the cataloger and by making the cataloger's contact with the public easier; (6) to attract enough catalogers of the right kind, better salaries and more professional recognition are necessary; (7) the library schools cannot at present supply the demand, for success in cataloging depends on a combination of qualities which relatively few library school students (or other library workers, for that matter) possess in combination; (8) the cataloging courses in the library schools are conducted by experienced catalogers. They realize the difficulties, general and specific, of the situation and are endeavoring to meet them.

The replies of all the libraries point to the fact that cataloging is a basic process and that catalogers must be trained not only in local devices but in the principles which affect widely separated localities and widely varying types of readers. It is not really a question of cataloging for public libraries or for college and university libraries or for reference libraries. It may not be even a question of small libraries or large libraries. It is rather a question of making the catalog a reference tool for the users of the individual library. Their needs will determine its type and the kind of catalogers requisite to make it properly. Not only the catalog department but the librarians themselves are involved, for the first requirement is for the librarian to know clearly what he wants and to know the difference between the essential and the accidental. Cataloging will not come into its own until the conviction sinks

a little deeper that the most vociferous library advertising will be of only partial effect unless the stock in trade is so organized as to be readily accessible to the average patron of the library as well as to a trained and experienced library staff.

The next address was

### SOME ASPECTS OF THE CATALOGING SITUATION\*

BY J. C. M. HANSON, *Associate Director,  
University of Chicago Libraries*

No university or reference library can catalog its books at an average expenditure of twenty cents a title as some of them had claimed, without grossly underpaying their assistants or by engaging help totally incompetent for the task in hand. The latter will sooner or later mean reorganization and reorganization usually proves to be about three times as expensive as organization.

University libraries require catalogers of wider and more thorough education than public libraries. Unfortunately, the university library is not in a position to pay as high salaries as the public library and for this reason, the best of the library school graduates do not enter the university library field. Universities must depend largely on apprentices trained by their own staffs.

Study of foreign languages, of the world's history and literature, of political and social sciences, philosophy and art, are of greatest importance in the development of a good cataloger. A certain number of specialists in the sciences, technology, medicine, and theology will always be required for service in libraries particularly strong in these fields.

The decided drift away from the classics is to be deplored. So also, the increasing number of applicants just out of school who have no knowledge of German. The latter fact is of importance because the book trades have developed in Germany more than in any other country. The comparative figures of books printed show that there are from four to five times as many books published in Germany as in France, and more than in the United States and in the United Kingdom combined. Also, when a librarian endeavors

to answer the question, What are the best books or articles on a given subject?—he very frequently finds that the inquiry narrows down to works in the German language of which no adequate translations are found. Unless action is taken to check the drift away from the classics and German, the time may come when the larger university and reference libraries of America have to import catalogers from Central Europe, something which may again have its difficulties, in view of the apparent tendency of the Department of Labor to class librarians as laborers, for which it cannot be blamed when the original meaning and scope of the term *librarii* is recalled. (Copyists, the original *librarii* were mainly ex-slaves.)

Another tendency in the schools which affects the training of catalogers is the competition between institutions of learning to see which shall offer the greatest number of courses and cover the most ground in a given period of time, something which leads to specialization before the student has acquired the proper ground work for a general education. Under this system, the student too frequently finds himself on graduation from the university, with dabs of specialized knowledge, but also with large lacunæ or gaps, which should not be found in the educational make-up of any person with real pretence to sound general education. Broader and more thorough courses, less collateral reading, but more intensive study of good text-books in the subjects specified, are essential for the development of the right material for catalogers. If universities and colleges can not supply such courses, it may become necessary for librarians to combine an establishment of graduate library schools which will then endeavor to give cultural training, in addition to the technical and bibliographical.

A plea was made for appreciation on part of administrators, head librarians, and trustees of the fundamental importance of good cataloging for the success of their administrations.

If I were to summarize the prime requisites for securing improvement in the cataloging situation, I should give them as follows:

(1) More attention to classical studies and

\*Abstract.

German, and in general to foreign languages.

(2) Broad courses pointing to general, rather than to special education.

(3) A proper appreciation on the part of our administrators, whether head librarians or trustees, of the fundamental importance of good cataloging for the success of their administration.

(4) Arranging the work in the cataloging department so that as many as possible may have a chance to improve their minds through daily contact with reference books and the contents of books which are passing through their hands.

(5) Let as many library assistants as possible have a chance at cataloging. It is important that the cataloger should have a try at reference work and similar duties, but it is even more important that the reference assistants should have a taste of real cataloging.

There is, of course, no royal road to learning and I fear that only hard, conscientious work along somewhat broad lines and extending from the elementary school through the college or university, with long years of rigid professional training, will protect us against the type of assistant likely to be a constant menace to the reputation of the library.

It is sincerely to be hoped that the present drift toward materialism, industrialism, imperialism, militarism, if you please, will not prove so great or so lasting as to deprive our libraries of the kind of help needed to maintain the standards set by that generation of librarians whose work-day fell mainly in the last quarter of the nineteenth and the first years of the twentieth century. Few of these men and women are now with us, but we owe it to their devoted and conscientious effort that American library methods and ideals are now highly regarded throughout the world, and the maintenance of the high ideals of service set by them, is a duty which has descended to the generation now holding their places and which they will surrender in turn to their successors.

In the discussion which followed a paper was presented on

## THE TRAINING OF CATALOGERS IN RELATION TO THE NEEDS OF THE LARGE PUBLIC LIBRARY

BY SOPHIE K. HISS, *Public Library, Cleveland, Ohio*

In a public library where the preparation and cataloging of the books for a branch system is entirely centralized, the number of volumes and of pieces to be handled is very large in proportion to the number of new titles to be classified and cataloged. Duplicates and replacements bulk large and even the branch cataloging can be reduced to little more than a duplicating process. The number of new titles probably averages less than ten per cent of the total number of volumes that pass through the department in a single year.

Obviously the number of assistants required to classify, to assign subject-headings, to do bibliographical research work, to prepare difficult catalog card copy and to perform revisory duties, is very small as compared with the number of those who attend to the other operations necessary to the complete preparation of books and records. The catalogers, in other words,—for according to the functions just mentioned these are the true catalogers—the catalogers are a small minority; and in my experience it has been for these few expert assistants only that it has been necessary to apply to the library schools. The main body of the staff can be produced with reasonable ease by the library itself, usually out of local material.

This main body consists of clerks and apprentices, who in most, though not in all cases, have had at least a high school education. Cultural background, intellectual tastes, book knowledge, are not essentials for the efficient performance of the functions assigned to this group. Their duties consist of the mechanical preparation of the books, of the accessioning, of the shelf-listing, of the typing or other duplication of the catalog cards, of the keeping of statistics and of any other clerical record work. Alphabetizing and preliminary filing also belong to them.

The catalog department itself trains these assistants in efficient methods of handling



their work, in neatness, accuracy, etc. and in a knowledge of forms and technique. Library schools please note this last! Forms and technique are readily and quickly learned independently of instruction in cataloging principles.

Further training of the apprentices is accomplished by means of an apprentice training class. Here they receive instruction not only in the elementary principles of their own duties, but in other branches of the library work. This serves to broaden their outlook by showing them the relation of their work to the system as a whole. The cataloging instruction aims merely to teach intelligent use of the catalog, emphasis being placed upon the information to be obtained from the various kinds of catalog entries. The principles and practice of alphabetizing and of filing arrangement are more thoroughly treated. The training class does not attempt to prepare the apprentice to do even very simple cataloging.

From this point, however,—which it usually has taken a year to reach—experience takes the place of formal training, and after a few years the abler members of the group pass into positions that require some executive ability and an elementary knowledge of cataloging. In other words, by a process of natural acquisition, they evolve into elementary catalogers capable for instance, of taking charge of the branch cataloging or of preparing the main entry for the simpler type of book that makes up the average public library circulating collection. If both accurate and alert minded they are competent to do the final filing in the catalogs.

In the past but, let us hope, not in the future, there have been graduates of the one-year library schools who were no better qualified to fill these same positions and who were just as unable to progress further. For here assistants of limited education have reached their highest level in the catalog department. They lack the intellectual and scholarly qualifications to become expert catalogers, and no amount of library school training can change this condition. Nevertheless and not infrequently one of these more poorly equipped assistants proposes to better herself by taking a library school course.

This introduces a perplexing problem, perplexing both to the library that does not want back this assistant, nor others of her like, at the advanced and somewhat fictitious value given by a library school certificate; and presumably also to the library school that is desirous of raising our professional standards by preparing better material. And this leads us straight to the core of the training question so far as catalogers are concerned.

For if library schools are willing, or rather if they feel obliged as yet, to accept students of this mediocre type, is it not necessary and possible to differentiate in the kind and character of the instruction offered to the students who are educationally qualified to become high grade catalogers, bibliographers and reference workers and to those whose educational and personal limitations rule them out from careers in these branches of library science?

The latter need only elementary instruction in cataloging, even more elementary, perhaps, than they are now receiving in the schools. The former, on the other hand, should be spared just as much of the interest-killing, and for them, unnecessary routine and drill as possible. Their time and attention should be directed to acquiring sound and thorough research and bibliographical methods. They need more training in the expert use of reference tools and in clear and logical presentation of data and evidence. Above all they should be taught to think in terms of classification and of subjects. Reference work, bibliography and cataloging are too vitally connected to be treated separately. The library schools, even those offering advanced courses, cannot hope to attract or to supply us with properly equipped catalogers unless they can devise some means of effecting this combination.

But if we ask the library schools to make an initial vocational selection among their students and to offer different courses to those who are, and to those who are not, qualified to become high-grade catalogers, bibliographers and reference assistants, it becomes incumbent upon us in the large libraries to co-operate, first by training our own elementary catalogers as we can easily

do, so as not to draw upon the supply of this grade of assistants which the schools are preparing for the small libraries; and secondly by exercising care in the organization of our catalog departments so as not to use properly qualified and highly trained catalogers for duties that can be performed by lower grade assistants.

If both library and library school differentiate between the cataloger proper and what I have called the elementary cataloger, will not the training problem be simplified?

Esther Betz of the Pittsburgh Carnegie Library, in discussing WHAT'S THE MATTER WITH CATALOGING? said:

Given a personality with the proper educational background to make a perfect cataloger, why do other departments of the library hold out more attractions to members of the profession? Because the instruction in library schools makes cataloging a drudgery, because catalog rooms are seldom light, airy and convenient and the folks collected together in them are often a queer lot, because of the lack of variety and over-organization of the work in catalog departments, and because catalogers are sometimes paid less than other library assistants and are not paid in accordance with the requirements of their positions.

In the general discussion which followed, Charles Martel, Library of Congress, brought out the idea that emphasis on executive positions had resulted in a scarcity of assistants and warned against too much administrative interference which cannot improve poor work and can only hurt good work. Harriet E. Howe of Simmons College discussed matters from the library school point of view and Mary E. Baker, Carnegie Library, Pittsburgh, from that of the public library.

A paper was presented on

#### THE CATALOG DEPARTMENT AND ITS BIBLIOGRAPHICAL WORK OUTSIDE THE DEPARTMENT\*

By MILDRED M. TUCKER, *Harvard University Library, Cambridge, Massachusetts*

Scholars using large university libraries often need the services of assistants, who

have a knowledge of bibliographic method and who can make intelligent use of the institution's records. This need is felt by the departments of the university and other institutions. Frequently this work is done by the reference department.

At Harvard, the furnishing of cards to class-room libraries and departments, the checking up of lists, the analysis of periodicals for The Wilson Co., etc. are done constantly and seem a part of the regular work of the catalog department. The department, however, receives numerous requests for service which do not include the everyday questions which come to the reference department as elsewhere. This service is furnished at cost.

Numbered among these are the revision of the catalog of the Graduate School of Education Library, the reorganization of the Engineering Library, the compilation of lists to be used in purchasing books for the main library, and the Union list of Scandinaviana, being prepared for the American Scandinavian Foundation.

The three things to be emphasized about our work at Harvard are these: (1) the fact that these jobs were paid for by outside departments and persons and made no drain on the library's resources; (2) the advantage to the department in that it enabled us to keep together a larger force than the regular budget allowed, this force being available for any special rush of current work; (3) the mutual satisfaction in being able to obtain expert help and the satisfaction of the department in being brought into live contact with the outside world.

#### Second Session

The second session met Friday, June 30, in two divisions, a large libraries division and a smaller libraries division.

##### Smaller Libraries Division

Ellen Hedrick, North Dakota Library Commission, presided.

After a vain search for larger quarters the smaller libraries division of the Catalog Section opened its session with the disturbing realization that many times as many persons were being turned away as were packed into the small room assigned to it. Immediately

\*Abstract.

upon beginning, a member rose and said, "I think that we should call the attention of the program committee to the fact that the division of smaller libraries is small in name only,—not in numbers," which suggestion was unanimously endorsed by all present.

A round table discussion, led by Miss Hedrick, was held on the subject, CATALOG PROBLEMS IN SMALLER LIBRARIES.

The following addresses were made:

### WHO CATALOGS THE SMALL LIBRARY?\*

By HARRIET P. TURNER, *Public Library, Kewanee, Illinois*

In the small library the cataloger never needs to face the fear of isolation, the danger of losing sympathetic touch with library patrons, of becoming anæmic or neurasthenic from contact with no more inspiring things than the dry minutiae of her work, or any of the hundred and one things, which vex the souls of catalogers in convention assembled. On the contrary, she who catalogs the small library must needs pray earnestly for greater isolation, for a corner no matter how small and dark, where the ever seeking public can not find her and there be free to do this important work in peace. In other words the big problem of the small library is not so much how, but where, when, and especially by whom is this work to be accomplished.

In actual practice, we find that if the library is large enough to have a trained librarian, she does the cataloging, or she may classify, assign subject headings and even make the main card herself, and have assistants type the balance of the cards. This means a considerable amount of time devoted to supervision. Sometimes a trained assistant does the work or a cataloger of long experience, but these are exceptional cases.

Any plan, which would relieve the librarian of the small library of the burden of the details of cataloging would be a boon. The expert work of the Library of Congress, which is available to libraries at such a reasonable cost, is, of course, the most satisfactory venture in co-operative cataloging. In her pamphlet on *The catalog*, published by

the American Library Association as part of the series on library economy, Miss Howe describes the service of the Library of Congress and of other libraries from which printed cards may be purchased and the cards sent out by publishers as advertising material, which may be adapted to the catalog. Mr. Bishop in *Modern library cataloging* estimates that ninety per cent of the cards needed by a public library may now be purchased.

There has been a movement to extend the operations of co-operative cataloging, so that every part of the preparation for the shelves of books ordered by a subscribing library would be done by a central bureau. This scheme as worked out in California would mean that books would be received by the library ready for circulation, with catalog cards ready to be filed and call numbers tooled upon the backs. (In this way one of the dreams of the public would come true.) It would necessitate greater uniformity of practice than now exists, would be more feasible if Cutter numbers were eliminated—and these are going out of fashion, anyway—and would require the working out of many details before it would be a success in actual operation; but if it could be worked out successfully it would mean a great blessing to the small library.

### SUGGESTIONS FOR SOLUTION OF CATALOGING PROBLEMS IN SMALLER LIBRARIES\*

By SUSAN GREY AKERS, *Wisconsin Library School, Madison*

In the smaller libraries, where there is no room available, there should be a cataloging corner, with a few shelves reserved for the books to be cataloged, the aids, a desk, a typewriter and the shelf-list trays. This corner may be screened off in order that people may not interrupt by stopping to ask questions.

If there is a cataloger she will spend the greater part of her time cataloging. However, her intimate knowledge of books should be utilized in other departments of the library. And this can be made possible by giving her the help of an untrained assistant for the mechanical details of her work. An

\*Abstract.

\*Abstract.

apprentice can frequently be used for this. But where the staff is too small for such a division of labor, shall the librarian do it? When shall she do it?

The librarian might plan her work so that she could give some consecutive time each week to cataloging, during the duller period of the library day. At this time a desk attendant would be on duty at the desk and so far as possible protect the librarian from interruptions. The librarian could decide on the number of cards necessary for the book, the subject headings to be used and the form for the author's name; then the assistant could type the cards. Frequently assistants are interested in helping with the cataloging, and as they gain experience, more and more of the work can be delegated to them. They should be given a free hand to a certain extent and then their work carefully revised. This gives them more interest in it and the library benefits through having the work pass through more than one person's hands.

It seems to me that the Library of Congress cards are best for non-fiction wherever the library can possibly afford them. Ordering and checking up the orders have to be done carefully and take time; but on the other hand time is saved by not having to look up and decide on the form for the author's name and the information to be put on the cards. The subject headings which are given on the cards are also very helpful. A good typist can catalog, if she is given Library of Congress cards, the call number of the book, the approved subject headings and has the added cards indicated. For fiction only the author, title and number of volumes are needed; and typing them will be found quite as satisfactory as ordering the printed cards.

Has the library enough aids for cataloging? Economy in this direction is inadvisable. Watch for new aids and purchase them without delay. There should be aids for classification, for names and for subject headings. The list of subject headings chosen as authority must be carefully checked for headings used and cross references made, and additional headings must be added.

To secure uniformity some authority must

be followed such as the *A.L.A. catalog rules*, *Fellow's Cataloging rules* or the *Wisconsin Library School Catalog rules*. Adopt one and keep it properly checked and annotated; or keep notes on cards or sheets, of the library's policy, where it varies from the standard adopted. This is necessary in order to keep a catalog from becoming erratic and from showing too plainly how many people have made it.

The catalog case should be mentioned, for carefully made catalog cards are of little value if they are packed into an ill-fitting case with insufficient guide cards. The case should be of the unit type, so that it may be expanded whenever necessary and without too much expense. Its trays should be carefully labeled, and if more than sixty, each tray and its corresponding place in the cabinet should be numbered. Guide cards should be placed at intervals of about one inch. The printed ones look very nice indeed and the words on them are well chosen for the small public library.

The children's catalog should be separate from the adult and low enough for the older children to reach. The cards should be very simple; just author, title, date and number of volumes. More title and analytic cards will be necessary than for the adult catalog.

Last but not least, you should teach your public how to use the catalog. Time spent in doing this will be well repaid. 1st put a sign on or near the catalog telling how to use it. 2nd have the school children come to the library by grades and instruct them in its use. 3rd when you look up something in the catalog for someone let them see how you do it.

The above papers were the basis for interesting discussions. Anna G. Hall of the H. R. Hunting Co., Springfield, Mass., spoke of cataloging standards as applied to the smallest library as well as to larger collections. Dorcas Fellows, New York State Library School, discussed the papers from the point of view of the training school.

The subject of government publications was next considered. Maud D. Brooks, Olean, N. Y., Miss Weiss, Warren, Pa., Josephine Lytle, Warren, O., Lucia Tiffany Henderson, Jamestown, N. Y., and others

contributed to the discussion. The practice of treating government publications as real books and placing them on the shelves with other books on a subject seemed to be the practice usually followed in the smaller libraries. The *Congressional Record* was accorded a place with other dailies. Miss Henderson spoke particularly of the usefulness of this publication in school debates.

The care of maps, was the next topic to be discussed. Miss Hall described a device for storing maps in an ordinary bookcase by removing the shelves and having the doors hinged at the bottom. The maps are fastened to stiff cardboard (corrugated filled boards to be preferred) and placed inside the bookcase so that when the doors are opened the maps fall forward and can be readily removed. Miss Fellows described a very simple plan in use in Albany of placing maps in large boxes one side of which are made movable and let down when the covers are removed, revealing the inscription fastened at the top of each map.

DEBATE MATERIAL IN SMALLER LIBRARIES was the topic of a paper by Edith M. Phelps. Miss Phelps told about the work done in the H. W. Wilson Company office in connection with the Debater's Handbook series and how the present practice was the result of years of faithful effort to give libraries what they wanted. Miss Hedrick presented the subject of GREATER REPRESENTATION OF CATALOGERS' INTERESTS IN THE AFFAIRS OF THE STATE AND NATIONAL ASSOCIATIONS.

Before adjourning, the question of the division of the Catalog Section into larger and smaller libraries was discussed and the opinion seemed unanimous that the division was decidedly advantageous and it was voted that it be continued. The smaller libraries section then moved into the next room and joined the meeting of the larger libraries section for the consideration of further business.

#### Large Libraries Division

The Large Libraries Division met also on Friday, Mrs. Jennings presiding.

The following address was made:

### THE CATALOGING OF RARE BOOKS IN THE HENRY E. HUNTINGTON LIBRARY.

BY GEORGE WATSON COLE, L.H.D., *Librarian,  
Henry E. Huntington Library, San Gabriel,  
California.*

Some two months ago, during the fore part of April (1922), the last steps were taken towards turning over to the public one of the most important collections of books and paintings in this country. By deeds of trust executed by Mr. Henry E. Huntington his entire country-seat at San Marino, California, was placed in the hands of a board of self-perpetuating trustees, subject only to the life-interest of the donor. These deeds cover over 500 acres of the choicest land in southern California, together with a palatial residence filled with art treasures among which are antique bronzes, tapestries, forty or more masterpieces of English portraiture from the brushes of Reynolds, Gainsborough, Romney, Reyburn, and others. The library building only three or four hundred feet away, though not yet complete, has been built to contain one of the most important collections of books and manuscripts ever brought together in this country. This contains the finest collection of English literature in America and is only rivalled by those in the British Museum and university libraries in England. The collection of American history rivals, if indeed it does not surpass, that of the Lenox collection, now a part of the New York Public Library. Its collection of printed books relating to California and the West Coast fully equals that of the Bancroft Library at Berkeley. Its collection of manuscripts relating to the history of this country is unsurpassed. In fact, those best qualified to judge never speak of the Huntington Library without enthusiasm and always indulge in superlatives, no matter of what part of the collection they may be speaking.

Where hundreds if not thousands of dollars have been paid for a single volume it becomes necessary to ascertain whether or not it is complete, and whether it is as purported to be in the catalog from which it was bought. This requires that it should be gone over leaf by leaf to find out whether it cor-

responds with or differs from other copies of the same impression. An example or two will show that more than ordinary care must be taken in cataloging books of this description.

In 1869 Algernon Charles Swinburne, in order to secure the English copyright of his poem *Siena*, printed six copies. Of these one was sold and the others were distributed privately. This is, in consequence, one of the rarest of the first editions of Swinburne's writings (Wise, T. J., *Bibliography of Swinburne*, p. 177).

Soon after, John Camden Hotton reprinted the poem without authority. Copies of this spurious edition are often met with. It so nearly resembles the original that it is easily mistaken for it. Though intended to be an exact reproduction it differs slightly in the spacing of the words and in a few other minor respects. These differences can be detected only by a comparison of the two impressions side by side. The title-page of the original has a period after the word "Piccadilly" in the imprint. This is lacking in the unauthorized copy. In the sixth line from the bottom of page five, the semicolon, at the end of the line in the original impression is over the space between the letters *s* and *p* in the word "spears," of the line below. In the reprint it is over the letter *e* in the same word.

In the sale of the Poor Library, a copy, believed at the time to be the genuine edition (but since proved to be spurious), was sold for \$11.00. The price paid for it indicates, that, even then, there may have been some doubts as to its genuineness. In the Edward K. Butler sale April 10, 1922, a certified copy of the genuine edition sold for \$525.00. It is apparent that if either of these editions were cataloged by the usual rules there would be no indication whatever as to which was the genuine and which the spurious edition.

Other examples might be cited. Enough to say that when two copies of a book, supposed to be identically the same, are subjected to a critical examination, differences are often found. The above example shows that the utmost care must be taken in cataloging books, especially rare and costly ones.

Books are ordinarily cataloged with several objects in view:—to ascertain what works by an author are in the library, to determine how many it contains on a given subject, or to find out whether a book with a certain title is on its shelves. In order to serve readers and students quickly the books are usually labelled, numbered, and arranged on the shelves according to some definite system of classification and the shelf-numbers are written on the catalog cards.

In most libraries a catalog that answers these questions is considered sufficient, especially if it is desired to find out whether a certain work is in the library, and to place it in the hands of a person desiring it with as little delay as possible. One might add that, *ceteris paribus*, nothing more is here done than would be done by any up-to-date business house that keeps track of its stock and so arranges it that it can quickly be made to satisfy the demands of its patrons.

There are libraries, however, in which it is important to have readily at command information upon other subjects. Such are those that have special collections as of incunabula or specimens of early printing, engravings, maps, books covering particular periods of time, whether of printing or literature, first editions, books published during the lifetime of their authors, etc., etc.

In bringing together such collections various obstacles are encountered by those aiming to secure only the choicest copies. Those who have had experience in handling old books know that they are often found in shabby condition, with bindings broken or altogether gone, with the leaves at both ends missing or sadly mutilated, and showing other evidences of neglect or misuse. When such a book is found, it may turn out to be the only copy of it known, or one of a very limited number that have survived the ravages of time. When such proves to be the case it is a treasure-trove and at once becomes interesting, and every bit of information relating to it and its history becomes important.

The Henry E. Huntington Library abounds with books of the greatest rarity. It has been brought together by the purchase of some twenty or more notable libraries *en bloc*,

and of selections from the rarest books that have appeared in auction sales both in England and in this country for the past fifteen or twenty years. It is a well known fact that during this time more books of excessive rarity have come into the market than during any similar period in the entire history of bookselling. When, in addition to this, we realize that booksellers and private owners are constantly submitting their choicest books to Mr. Huntington for his consideration, some idea of the treasures to be found in this remarkable library may be gained.

From the first, Mr. Huntington has directed his efforts to acquiring books of English literature and those dealing with American history. While remarkably strong in both these fields the chief strength of the library lies in early English literature particularly in the period prior to 1641, of which it now possesses nearly 8,000 volumes. Later periods are also surprisingly well represented. In the particular field of early English poetry and drama, it is excelled, if at all, only by the libraries of the British Museum and those of the Universities at Oxford and Cambridge.

The methods of authors, printers, publishers, and binders in Elizabethan times differed so materially from those in practice at the present day, that copies of the same impression often contain important differences. Many of these found their way into books, when, as often happened, the author was present as his work was being printed, and he caused the press to be stopped in order that he might make such corrections or additions as he considered important.

Now it is evident that in cataloging works of this period, greater attention to details is called for than in libraries of a more general character. Especial care is, therefore, given in the Huntington Library to the examination and description of the various parts that compose a printed volume. In the first place, as a heading, the author's name is given, together with the dates of his birth and death. A short title is followed by place, printer and publisher, date, size, and edition. This done, the volume is critically examined leaf by leaf in order to see if it is complete. If two

copies are at hand they are carefully compared to see if by any chance they contain differences. This information is entered in detail under the heading, "Collation by Signatures," and consists of a list of the signature-marks or sheets, with the number of leaves in each, followed by the total number of leaves. If errors or irregularities in signature-marks or pagination occur these are here set forth in detail.

The physical make-up of the book having been disposed of, attention is next directed to its contents. This information follows the heading, "Collation by Pagination." After this caption, a minute description is given of the contents of each leaf or portion of the volume, particular attention being paid to the preliminary leaves, those preceding the text or body of the work, and those at the end, not omitting to record any blank leaves that may be necessary to complete the first and last sheets. Too much emphasis cannot be given to making this record as detailed and exact as possible, as these preliminary and end leaves are the ones most liable to be lacking. As leaves presumably blank often contain printed matter no pains are spared to ascertain their actual condition.

The printed matter found in each portion of the book is set out with great particularity, title-pages, captions, and other matter being underscored, or otherwise marked, so that when printed it can be set up as nearly like the original as the facilities of the printing-office doing the work will permit. As the preliminary leaves of many books contain neither signature-marks nor page-numbers it is always well, whenever it can be done, to compare them with other copies; or, in default of them, with the best descriptions of them to be found in reliable bibliographies.

The purchase of several libraries in their entirety by Mr. Huntington necessarily brought together numerous duplicates, or those supposed to be such, thus giving an opportunity for the comparison of copies such as has seldom, if ever, occurred in any other library. This work has resulted in many surprises, for copies, which at first blush appeared to be duplicates, were often found to contain variations which called for their retention. As several of these libraries were

brought together by collectors who were particularly fastidious as to the condition of the books they acquired, the choice between duplicate copies was often difficult. The elimination of duplicates has, therefore, left the Huntington Library the proud possessor of what may be appropriately termed the crown jewels of collectors' copies.

From what has already been said it will be seen that every book presents distinct problems. An attempt to describe all such would result in formulating an entire code for cataloging and describing rare books. I have, therefore, thought best to take an example from our catalog of English books printed prior to 1641, showing the steps that are taken in cataloging a book of that period.

Before doing so, however, it may be well to say a word about our general or official catalog. When a book comes into the library the author entry is first written on a card measuring  $7\frac{7}{8} \times 4\frac{1}{8}$  inches ( $20 \times 12\frac{1}{2}$  centimeters). This contains considerable information not to be found in the catalogs of other libraries, as the following sample shows.

HART, Sir William. 1609.

The Examinations, Arraignment & Conuiction of George Sprot, Notary in Aye-mouth, Together with his constant and extraordinary behauior at his death, in Edenborough. Aug. 12, 1608. Written & set forth by Sir William Hart, Knight, L. Iustice of Scotland. Whereby appeareth the treasonable deuice betwixt Iohn late Earle of Gowry and Robert Logane of Restalrig (commonly called Lesterig) plotted by them for the cruell murdering of our most gracious Souereigne.

First Edition—Second Issue with new title-page.

sm.4to. Half russia. Title within woodcut ornamental border.

Printed by Melch. Bradwood, for William Aspley, 1609.

A-H in fours (the last blank and genuine).  
The Huth copy.

At the same time a title-card is written on a standard size card  $4\frac{1}{8} \times 2\frac{1}{8}$  inches ( $12\frac{1}{2} \times 7\frac{1}{2}$  centimeters), as follows:

The Examinations, Arraignment  
& Conuiction of George Sprot.

See

Hart, Sir William

When a book is to be cataloged, the cataloger's first duty is to examine every bibliography or catalog in which it is likely that the book in hand may appear. Whenever he finds the work mentioned he records on a blue card of standard size the place where he found it. Having made an exhaustive search in all sources of information at hand and completed his record he proceeds to catalog the book with minute particularity, according to a code of rules distinctively our own.

Let us suppose the book to be cataloged is: Sir William Hart's *Examinations, Arraignment & Conuiction of George Sprot*, printed in London in 1609. In this case the blue card will read as follows:

Huth copy.

Hart, Sir William. (fl. 1608.)

The Examinations, Arraignment & Conuiction of George Sprot.

First Edition—Second Issue

with a new title-page. sm. 4to. 1609.

Huth Sale, 3. no. 3503

Huth Cat., 2 (1880), 656

Lowndes, 2:1006<sup>2</sup>

Hazlitt, 1(1876), 203<sup>1</sup> 1st ed.

Hazlitt, 2(1882), 269<sup>2</sup>

Karslake, 175

B.M.-1640, 2:776<sup>2</sup>

Sayle, 2:3373

The book is then cataloged as given below, and the cards are carefully revised and filed in a cabinet especially devoted to that purpose. When in the course of time we are ready to complete the bibliographical history of the book, all the cards relating to it are brought together and what we call an editions card is prepared on a form especially ruled and printed for the purpose. Along the top, at the left-hand end is written the author's name and a short title. In the first column is given the dates of the different editions of the work down to and including the year 1709; an arbitrary date chosen because in that year the first critical edition of Shakespeare's plays was brought out by Nicholas Rowe.



In the second column are given the names of the printers, stationers, or both, as given on the respective title-pages. Then follows a series of columns at the tops of which are given the abbreviated names of the works consulted, and opposite the date of each edition the volume and page where that particular edition of the work is described, recorded, or noted in some bibliography or other book of reference. In the last column are given the names of the libraries in which copies of each edition are to be found.

As the preparation of editions cards is entrusted to those who have shown marked ability in running down bibliographical, biographical, and critical information, these cards when filled out often contain more references than the cataloger has given on the small blue cards. When completed the editions card shows at a glance, in condensed form, all, or at least the most important sources available concerning the bibliographical history of each edition to 1709 of the volume in hand. It is, in fact, an epitomized conspectus of the bibliographical history of that book.

The editions card is next taken and the information there set forth is examined, classified, amplified, and arranged, as follows:

- (1) Location of other copies.
- (2) References to sources of information (the fullest and most exact being preferred).
- (3) Provenance, that is, former ownership (when known).
- (4) The serial number of the edition.
- (5) A list of all the editions the book has passed through down to the year 1709.
- (6) Date when licensed, and to whom, with reference to Arber's *Transcripts of the Stationers' Registers*.
- (7) Reprints, usually of the nineteenth century.
- (8) Miscellaneous bibliographical information, not easily classified as above, followed by critical and biographical matter concerning the author.

When completed the record of this particular book stands as follows:

*HART, Sir WILLIAM.* (fl. 1608.) 1609. THE EXAMINATIONS, ARRAIGNMENT & CONVICTION OF GEORGE SPROT. LONDON, by *Melch. Bradwood*, for *William Aspley*, 1609.

Small quarto. First Edition—Second Issue with a New Title-page. Text enclosed in ruled borders, with separate spaces for running head-lines, pagination, side-notes, signature-marks, and catchwords.

COLLATION BY SIGNATURES: A, B, C, D, E, F, G, H, each 4 leaves (the last blank and genuine); total 32 numbered leaves.

COLLATION BY PAGINATION: [title, within a broad type-ornament border] | THE | EXAMINATIONS | *Arraignment and Conviction* | of *George Sprot*, Notary | in *Aye-mouth*, | *Together with his constant and* | extraordinary behavior at his | death, in *Edenborough*, | Aug. 12. 1608. | Written & set forth by *Sir William Hart*, | Knight, L. Justice of *Scotland*. | Whereby appeareth the treason- | able deuce betwixt *John* late Earle | of *Gowry* and *Robert Logane* of *Restalrig* | (commonly called *Lesterig*) plotted by | them for the cruell murdering | of our most gracious | Souereigne. | *Before which Treatise is prefixed* | also a Preface, written by *G. Abbot* | *Doctour of Divinitie*, and *Deane* of | *Winchester*, who was present | at the sayd Sprot's | execution. | [single-rule] | LONDON: | Printed by *Melch. Bradwood*, | for *William Aspley*. | 1609. | , recto of [A]; — [blank], verso of [A]; — | [conventional head-piece] | A PREFACE | to the Reader. | [signed] | *Thine in the Lord*, | GEORGE ABBOTT. | , pp. 1-38; — [text, with heading] | [conventional head-piece] | THE | EXAMINATIONS, | ARRAIGNMENT, AND | Conviction of *George Sprot*, Notary | in *Aye-mouth*: *Together with his* | constant and extraordinary beha- | uior at his death in *Edenborough*, | August 12. 1608. | Written and set forth by *Sir William Hart* | Knight, L. Justice of *Scotland*. | . . . | [5 lines] | , pp. 39-60; — | [conventional tail-piece] | p. 60; — [1 blank leaf], [H4].

CONDITION: Size of leaf, 7x5½ inches, 17.9x13. centimetres. Bound in three-quarters russia, lettered lengthwise on back, marbled boards, sprinkled edges; by Meyer.

The Falconer-Huth copy, with ex-libris of each.

#### Other Copies.

British Museum; and University Library, Cambridge.

#### References.

Sayle, 2(1902), no. 3373; British Museum, *Books to 1640*, 2(1884), 776; Hazlitt, *Collections and Notes*; *Second Series* (1882), 269; Huth, *Catalogue*, 2(1880), 656; Lowndes, 2(1869), 1006; *Bibliotheca Grenvilliana*, 1(1842), 303.

The Falconer—Huth (3: no. 3503) copy, with ex-libris of each.

The First Edition—Second Issue.

Of the First (and sole) Edition—First Issue (1608), "by Melch. Bradwood, for William Aspley" (Hazlitt, 1:203), there are copies in the British Museum and Bodleian.

The First (and sole) Edition—Second Issue (1609), "by Melch Bradwood, for William Aspley," is that here described.

Licensed to William Aspley, Nov. 10, 1608 (Arber, 3:393).

Reprinted in the *Harleian Miscellany*, 9(1812), 560-579.

"John Ruthven, earl of Gowrie, in 1600, reckoning on the support of the burghs and the kirk, conspired to dethrone James VI. of Scotland, and seize the government; and the king was decoyed into Gowrie's house in Perth, on 5 Aug. 1600. The plot was frustrated, and the earl and his brother Alexander were slain on the spot."—*Harper's Book of Facts*, p. 336.

"One of the rarest tracts dealing with the Conspiracy of the Earl of Gowrie to assassinate James I. It contains a long preface by Dr. George Abbot, who was present at Sprot's execution."—Karslake, *Notes from Sotheby's*, p. 175.

"One noted and dissolute conspirator, Sir Robert Logan of Restalrig, was posthumously convicted of having been privy to the Gowrie conspiracy on the evidence of certain letters produced by a notary, George Sprot, who swore they had been written by Logan to Gowrie and others. These letters, which are still in existence, were in fact forged by Sprot in imitation of Logan's handwriting; but the researches of Andrew Lang have shown cause for suspecting that the most im-

portant of them was either copied by Sprot from a genuine original by Logan, or that it embodied the substance of such a letter. If this be correct, it would appear that the conveyance of the king to Fast Castle, Logan's impregnable fortress on the coast of Berwickshire, was part of the plot; and it supplies, at all events, an additional piece of evidence to prove the genuineness of the Gowrie conspiracy."—*Enc. Brit.*, 11th ed., 12:302.

"George Sprot, conspirator and alleged forger, practised as a notary at Eyemouth before and after 1600. About that year he seems to have made the acquaintance of Robert Logan of Restalrig. Logan died in 1606. Two years later Sprot let fall some incautious expressions to the effect that he had proofs that Logan had conspired with John Ruthven, third earl of Gowrie, to murder James VI while on a visit to Gowrie House in 1600. Sprot was at once arrested on a charge of having concealed this knowledge and of being therefore an abettor of the crime. . . . Sprot was examined nine times by the council, and his depositions (of which the official copies belong to the Earl of Had-dington) are self-contradictory. In effect he admitted that he had forged three of the letters to Gowrie, counterfeiting Logan's handwriting; that he had stolen the fourth letter to Gowrie, which was genuinely written by Logan; and that he had written the letter to Bower from Logan's dictation, and then copied it in a forged handwriting. All the five letters have been accepted as genuine by modern historians in ignorance of the existence of Sprot's confessions.

"On 12 Aug. Sprot was tried by a parliamentary committee, was found guilty, not without some hesitation, of complicity in the conspiracy, and was duly executed (cf. also Burton, *History*, 2nd edit. v. 416-20)."—*Dict. Natl. Biog.*, 18:838.

Having just described a second issue of a book which differs from the original edition only in having a new title-page with the date changed from 1608 to 1609, we will now take a case in which the sheets of two volumes, published separately, were used in a collected edition with a new title-page and prefatory matter.

[BRATHWAITE, RICHARD.] (b. 1588 ? d. 1673.)

THE SHEPHERDS TALES. LONDON. [by Richard Field] for Richard Whitaker, 1621.

Small octavo. First Edition.

COLLATION BY SIGNATURES: 2 leaves without signature-marks (the first blank and genuine); A, B, C, each 8 leaves; total 26 numbered leaves.

COLLATION BY PAGINATION: [2 blank leaves], the first leaf without signature-mark;—[title], | The | SHEPHERDS | TALES. | [verse, 2 lines] | [single-rule] | [printer's device — McKerrow, no. 192] | [single-rule] | LONDON, | Printed [by Richard Field] for Richard Whitaker. | 1621. | , recto of second leaf without signature-mark; — [blank], verso of second leaf without signature-mark; — | [conventional head-piece] | TO MY WORTHIE | AND AFFECTIONATE | KINSMAN RICHARD HYTTON | Esquire, Sonne and Heire to the much honou- | red and sincere dispenser of judgement. | Sir RICHARD HYTTON Sergeant at | Law, and one of the *Judges* of the | *Common Pleas*: | , [signed] | RICH: BRATHVVAIT. | [2 single-rules], recto and verso of A; — [text, with heading], | [conventional head-piece] | THE | SHEPHERDS | TALES. | , pp. 1-45; — [single-rule], p. 45; — | [conventional head-piece] | , A Pastorall Palinod. | [sonnet] | FINIS. | p. [46].

There is no catchword on p. 11.

CONDITION: Size of leaf,  $6\frac{1}{4} \times 4\frac{1}{8}$  inches; 15.9x10.5 centimetres. Bound in citron crushed levant morocco. Sides tooled with a series of small conventional flowers. With doublure, inside borders, marbled end-papers, and gilt edges. For Robert Hoe, by the Club Bindery. In board chemise, inserted in slip-case.

The Hoe copy, with ex-libris.

Other Copies.

British Museum copy (noted below) and the Mitford-Taylor-Park-Uttersen-Huth (1:915) copy, present location unknown.

References.

Hoe, *Catalogue*, 5 (1905), 193; Huth, *Catalogue*, 1(1880), 199; Lowndes, 1(1869), 257; Hazlitt, *Hand-Book* (1867), 51; Brathwaite, *Barnabee's Journal*; Haslewood, 1 (1820), 253; *ibid.*, 1(1876), 71.

The Hoe (1:485) copy, with ex-libris.

The First Edition.

The First Edition (1621), "[by Richard Field] for Richard Whitaker," is that here described.

This work contains three eclogues.

Brathwaite in a "Pastorall Palinod" at the end, says:

"THESE Swains like dying Swans haue sung  
their last.

. . . . . [7 lines] . . . . .  
"But Heardsmen are retired from their shade  
Of Myrtle sprays and sprigs of Osyer made,  
With purpose to revisit you to morrow,  
Where other three shall giue new life to  
sorrow:

Mean time repose, lest when the Swaine ap-  
peares.

You fall asleepe when you should flow with  
teares."

The "other three" eclogues appeared the same year (with identically the same title-page) in *Natures Embassie*, followed by "The shepherds holy-day," "Omphale," with a separate title-page, and "A Poem describing the leuity of a woman."

This is the first series of tales issued under the title *The Shepherds Tales* and is probably the rarest of all Brathwaite's early works. A second instalment forms part of the volume called *Natures Embassie* [our no. —]. The sheets of the two series were republished, in 1626, under the original title of *The Shepherds Tales* [our no. —]. In *Natures Embassie* the present tract is referred to as follows: 'His Pastoralls are here continued with three other Tales; hauing relation to a former part, as yet obscured.' Of the circumstances under which the former part was thus "obscured," we have no knowledge.

This is probably the rarest of all Brathwaite's early works. The Huth copy is the only other known example.

[BRATHWAITE, RICHARD.] (b. 1588 ? d. 1673.) 1621.

NATURES EMBASSIE. [LONDON: by Richard Field] for Richard Whitaker, 1621.

Small octavo. First Edition—First issue. Printed with side-notes.

COLLATION BY SIGNATURES: (A.) 4 leaves; B,C,D,E,F,G,H,I,K,L,M,N,O,P,Q,R, each 8

leaves; S, 4 leaves; total 136 numbered leaves.

**COLLATION BY PAGINATION:** [title, within woodcut border representing satyrs dancing to the pipes of Pan], | NATVRES | EMBASSIE: | OR, | THE WILDE-MANS | MEASVRES: | *Danced naked by twelve Satyres, with | sundry others continued in the | next Section.* | [verse, 2 lines] | Printed for Richard Whitaker. 1621. | , recto of [A]; — [blank], verso of [A]; — | [conventional head-piece] | TO THE ACCOMPLISHED MIRROR OF TRVE | worth, Sr. T.H. the elder, knight, professed fauor and furtherer of all free- | borne studies; continuance of | all happinesse. | [signed] | *Yours to dispose* | Richard Brathwayt. | [tail-piece] | . recto of A 2 to verso of [A 3]; — [table of contents, with heading] | The distinct subiect of every Satyre, contained | in either Section: *with an exact survey or display of all such Poems, as are couched or | compiled within this Booke.* | , recto and verso of [A 4]; — [text, divided into 12 satires, each preceded by a type-ornament head-piece and the argument, the first with heading], | type-ornament head-piece | *The first Argument.* | , pp. 1 - 56; — | [quotation] | Finis Satyrarum. | [note, beginning] | An end of the Satyres composed by the foresaid | Author . . . | [4 lines] | , p. 56;— | [type-ornament head-piece] | A CONCLVSIVE | ADMONITION TO THE | READER. | [3 stanzas of 6 lines each] | , p. 57;— | [type-ornament head-piece] | HERE FOLLO- | WETH SOME EPYCEDES | or funerall Elegies, concerning sundry | exquisite Mirrours of true loue. | [text continued in 3 elegies, each preceded by the argument, the first with heading] | *The Argument.* | , pp. 58 (wrongly numbered 106) - 70; — | AN ELEGIE VPON THESE ELEGIES. | [6 lines of verse] | [quotation, 2 lines] | , p. 71;— [blank] , p. [72].

## II.

[title] , | THE SECOND | SECTION OF | DIVINE AND MORALL | SATYRES: | *With* | AN ADIUNCT VPON THE | PRECEDENT; WHEREBY THE | Argument with the first cause of publishing | these Satyres, be evidently related. | [quotation] | [printer's device—McKerrow,

no. 192] | LONDON, | Printed for RICHARD WHITAKER. | 1621. | , p. [73]; — [blank], p. [74]; — | [conventional head-piece] | TO THE WOR- | THIE CHERISHER AND | NOVRISHER OF ALL GENEROUS studies, S. W. C. Knight, | R. B. | His affectionate Country-man wisheth the | increase of all honour, health, and | happinesse. | [signed] | Yours in all faithfull Observance, *Richard Brathwayte, | Musophilus.* | , pp. 75-76; — | Vpon the Dedicatorie. | [4 lines of verse] | , p. 76; — [text, divided into 13 satires, each preceded by a type-ornament head-piece and the argument, the first with heading] | [type-ornament head-piece] | *The Argument.* | *Of Elpenor an Epicure . . .* | [2 lines] | , pp. 77 - 148; — | [type-ornament head-piece] | Three other Satyres composed by the same Author, treating of these | three distinct subjects. | 1. *Tyrannie . . .* | 2. *Securitie . . .* | 3. *Reuenge . . .* | [1 line] | , pp. 148 - 164; — | [type-ornament head-piece] | The Statue of *Agathocles.* | *The Argument.* | , p. 165;— | THE EMBLEME. | , pp. 166-168;— [3 satires, the first with heading] | [type-ornament head-piece] | A short Satyre of a corrupt | Lawyer. | THE XIII. SATYRE. | , pp. 168 - 173; — | [type-ornament head-piece] | An Admonition to the Reader vpon | the precedent Satyres. | [signed] | Thine if thine owne, Musophilus. | [quotation] | pp. 173-172 (repeated).

## III.

[title], | THE SHEPHEARDS | TALES. | [verse, 2 lines] | [single-rule] | [printer's device — McKerrow, no. 192] | [single-rule] | LONDON, | Printed for Richard Whitaker. | 1621. | , p. [173] (repeated); — [blank], p. [174]; — | [conventional head-piece] | HIS PASTORALLS | ARE HERE CONTINVED | WITH THREE OTHER TALES; | hauing relation to a former part, as yet obscured; and deuided into certaine Pastorall | Eglogues, shadowing much delight | vnder a rurall subiect. | [text divided into 3 eclogues, each preceded by 2 arguments, the first with heading], | *The Argument.* | , pp; 175 - 209;— | [type-ornament head-piece] | The shepheards holy-day, reduced | in apt measures to Hobbinalls | Galliard,

or Iohn to the | May-pole. | , pp. 209-213; — | FINIS. | , p. 213; — [blank], p. [214].

## IV.

[title], | OMPHALE, | OR, | THE INCONSTANT | SHEPHEARDESSE. | [single-rule] | [quotation] | [single-rule] | [printer's device — McKerrow, no. 210 (b)] | [single-rule] | LONDON, | Printed for RICHARD | WHITAKER. | 1621. | , p. [215]; — | [type-ornament head-piece] | To . . . | [2 lines] | *The accomplished Lady P. W. wife to the | Nobly-descended S. T. W. Knight and daughter to the much | honoured, S. R. C.* | [2 lines] | [type-ornamented tail-piece] | , p. [216];—[text, with heading] | [type-ornament head-piece] | OMPHALE, | or, | THE INCONSTANT | SHEPHEARDESSE. | , pp. 217-234 (wrongly numbered 232);— | FINIS. | , p. 234; — | [type-ornament head-piece] | A Poem describing the leuitie of a | woman . . . | [2 lines] | , pp. 235 (wrongly numbered 234) - 236; — | FINIS. | [single-rule] | , p. 236.

## V.

[title], | HIS ODES | or, | PHILOMELS | TEARES. | [verse, 6 lines] | [printer's device — McKerrow, 210 (b)] | LONDON, | Printed for Richard Whitaker. | 1621. | , p. [237]; — [blank], p. [238]; — | [conventional head-piece] | TO THE GENEROVS, | INGENIOVS, AND IVDICIOVS | PHILAETHIST, *Thomas Ogle Esquire: the | succeeding issue of his diuineſt wiſhes.* | [verse, signed] | R. B. | p. 239 (wrongly numbered 237); — [blank], p. [240]; — | [type-ornament head-piece] | THE | TRAVELLOVR, | DILATING VPON THE | sundrie changes of humane affaires, | *most fluctuant when appearing | most constant.* | , [text, divided into 7 odes, the first with heading], *AN ODE.* | , pp. 241 (wrongly numbered 245) - 255; — | [conventional head-piece] | To my knowing and wor- | *thie esteemed friend Avgvſtine Vincent, all meri- | ting content.* | , p. 256; — [text continued, in 7 odes, the first with heading] | [type-ornament head-piece] | BRITTANS BLISSE. | , pp. 257 - 263; | FINIS. | , p. 263; — | [type-ornament head-piece] | [verse, 4 lines] | [single-rule] | Faults are as obuious. to bookes in

Presse, as mis- | construction after . . . | [4 lines] | [single-rule] | *Errata.* | [6 lines] | [type-ornament tail-piece] | , p. [264].

The catchword on p. 2 is "as" instead of "high"; on p. 160, "aimes" instead of "seconded"; and there is no catchword on p. 178. Page 9 is wrongly numbered 10; 50-50 are 98-99; 54-55 are 102-103; 58-59 are 106-107; 62 is 100; 63 is 111; [72], [74], [174], [214], [238], [240], are blank and unnumbered; [73], [173] [repeated], [177], [215]-[216], [237], and [264] are unnumbered; 79-80 are repeated; 95-96 are omitted; 172-[173] are repeated; 191-192 are omitted; 234 is 232; 235 is 234; 239 is 237; and 241-243 are 245-247.

CONDITION: Size of leaf, 6¼ x 4⅞ inches; 15.8 x 10.3 centimetres. Bound in crimson crushed levant morocco, gilt; sides tooled with two frames of three-line fillets, the inner with fleurons at the corners; with inside borders, marbled end-papers, and gilt edges. By Lortie Freres.

The Hoe copy, with ex-libris.

## Other Copies.

British Museum; Bodleian; and W. A. White.

## References.

Grolier Club, *Wither to Prior*, 1(1905), 58; Hoe, *Catalogue, Books before 1700*, 1 (1903), 113; British Museum, *Books to 1640*, 1(1884), 262; Lowndes, 1(1869), 257; Hazlitt, *Hand-Book* (1867), 51; Corser, *Collectanea*, pt. 2(1861), 363; Hazlewood, *Introduction*, 1(1820), 259; *ibid*, 1(1876), 75, 81.

The Hoe copy, with ex-libris.

The First Edition—First Issue.

The First Edition—First Issue (1621), "for Richard Whitaker," is that here described.

Of the First Edition—Second Issue (1623), "for Richard Whitakers," with title changed to *Shepherds Tales, Containing Satyres, Eclogues and Odes*, there is a copy in the British Museum. Hazlitt (*H. - B.*, 51) says: this is "the preceding article with a reprinted title, and the early pages reset." From the description of the British Museum copy (*Books to 1640*, 1:263), this appears to be the sheets of the 1621 edition with the separate edition of *The Shepherds Tales* (our no. —) inserted. It is apparently the copy

recorded in the *Bibliotheca Anglo-Poetica*, no. 44.

*The Shepherds Tales*; 1621 (our no. —) is an independent publication and contains nothing under that title in *Natures Embassie* of the same date. It appears to be alluded to in the caption on page 175 as follows: "His Pastoralls are here continued with three other Tales; having relation to a former part, as yet obscured. . . ."

The *Odes*; or *Philomel's Tears* was edited and reprinted by Sir Egerton Brydges at the Lee Priory Press, Kent, in 1815. The Hoe copy, one of 80 impressions, is in the present collection.

"The Odes were selected by Sir Egerton Brydges in 1815, as a specimen of the genius of our author, and as proving 'him not to have been without merit, either for fancy, sentiment, or expression' The reprint was in a small octavo, and formed one of the limited series of works, so tastefully embellished, that issued from the private press at Lee Priory."

This is the most interesting of Brathwaite's early works.

BRATHWAITE, RICHARD. (b. 1588? d. 1673.)

THE SHEPHERDS TALES REVISED AND REVIVED. LONDON, for Robert Bostocke, 1626.

Small octavo. First Edition—Third (?) Issue. Printed with running head lines in italic, and with occasional side-notes.

COLLATION BY SIGNATURES: A, 4 leaves; A (repeated), 8 leaves (the first cancelled); B, C, N, O. P. Q, each 8 leaves (the last 2 cancelled); total 57 numbered leaves. Leaves [A 2] and [P 4] have no signature-marks.

COLLATION BY PAGINATION: [title] | THE | Shepherds Tales | *Revised and Revived*, | By R. B. Esquire. | [single-rule] | [verse, 3 lines] | [single-rule] | [printer's device — McKerrow, 392] | LONDON, | ¶ Printed for Robert Bostocke at the | Kings head in *Pauls* Church-yard. | 1626. | , recto of [A]; — [blank], verso of [A];— [conventional head-piece] | TO HIS TRVLY | *knowing and conceiuing friend* | M. RICHARD LOVTHER; | all select content. | [verse, signed] | Melophilus. | [type-ornament tail-

piece] | , recto of [A2]; —[blank], verso of [A2];— [conventional head-piece] | THE PRELVDE | To his | *Shepheards Tales*. | , recto of A 3 to recto of [A 4];— [type ornament head-piece] | ILLVSTRATIONS | vpon the Prelude to his | *Shepheards Tales*. | [29 lines] | Finis. | , verso of [A 4]; — [the text, pp. 1-46, is identical with the corresponding pages of the *Shepheards Tales*. 1621. This is followed by pp. 175-236 which are identical with the corresponding pages of the *Natures Embassie*. 1621.]

Condition: Size of leaf, 6½ x 4 inches; 16.5 x 10.3 centimetres. In the original limp vellum binding, gilt; sides tooled with two frames of single-line fillets, and a center ornament with the initials P and C on either side. Leaf [C6] slightly mutilated, with loss of catchword.

#### Other Copies.

Probably Unique. We are unable to trace any other copy of this edition.

#### References.

*Book Prices Current*, 18(1904), no. 5851.

The First Collected Edition (1626), "for Robert Bostocke," is that here described.

This appears to be the Second Issue of the first three Eclogues and the Third Issue of the last three.

The four preliminary leaves of this work here appear for the first time. Leaves A2 - [C8] (pp. 1-[46]) are the same as the sheets of the 1621 edition of the first three Eclogues (1-3), our no.—. Leaves N-P3 (pp. 175-236), are also the same sheets as those that appeared in *Natures Embassie* containing three Eclogues (4-6), a poem, "The Shepheards holy-day," "Omphale" with a separate title-page, and "A Poem describing the leuity of a woman."

This is the First Complete Separate Edition of this work. It consists of the First Edition of *The Shepheards' Tales*, 1621, and the continuation of the same work as it appeared in Brathwaite's *Nature's Embassie*, 1621, page 175 to 236; with a general title as set out above and three leaves of new preliminary matter added."

These samples of Brathwaite's works have been selected for presentation here because they illustrate the practice of the publishers of that period in making use in later works

of sheets that had already appeared in earlier ones. It can readily be seen that such methods would pass unobserved except for a critical examination, as here, of the different works leaf by leaf. The collation by pagination of *Natures Embassie*, given above owes its length to the fact that the volume contains four secondary title-pages.

Corser, in his *Collectanea Anglo-Poetica*, Part 2(1861), devotes 120 pages to 45 works by this author. Brathwaite wrote both prose and poetry and his works were highly commended in his day, some of them appearing in several editions. Since that time they have fallen into neglect and are now principally prized by collectors of old English Poetry. The work here described is one of his best known productions. Corser devotes considerable length to it and gives several quotations from it.

Such are the methods of cataloging rare books in the Huntington Library. With the exhaustive bibliographical and critical information given of our own copies as well as of others, the scholar or student who comes to it to do research work will not only find our own copies available but will be informed where to go to find copies of every other edition known to us down to the year 1709. In no other library in the world with which we are acquainted, is such a complete and exhaustive mass of information to be found in its card catalog. When printed, it is safe to say, it will supersede all other bibliographical aids in the ground it covers.

In the absence of Miss Wigginton her paper, which follows, was read by Marion I. Warden, Louisville Public Library:

LESSONS IN AMERICANISM  
LEARNED WHILE CATALOG-  
ING A COLLECTION OF  
LOCAL HISTORICAL  
MATERIAL\*

BY MAY WOOD WIGGINTON, *Denver Public Library*

What is Americanism? I found the answer while cataloging a collection of local historical material. It gave me a fine panoramic view of the American frontier. The frontier is the one experience common to

all America that other races have not. Each state in turn has been the frontier. American development has exhibited a return to primitive conditions on a continually advancing frontier line.

This continual rebirth and fluidity of American history, offering new opportunities, enforced equality, the simplicity of primitive society, furnishes the most distinctive force dominating American character. Each state in turn has been built by men with the spirit of adventure, hardihood, sturdy independence, fortitude and courage of the frontiersman. This is our one common foundation from which to build up a national character.

If we admit this lasting and ineradicable influence of the frontier upon the American character and the character building power flowing out of the conquest of a continent and a century of struggle with the wilderness, the duty of the librarian is clear.

We must preserve this gallant heritage. We believe in the power of books to carry on this tradition. We must see that the nation does not forget the strong lessons learned in that time when we were all Americans. And now when the American characteristic is in danger of being swamped by a different characteristic, we should know what it is we wish to preserve.

We can find it nowhere so clearly as in these old journals, this collection of local historical material that makes such drudgery work to collect and catalog.

A paper was then presented on

A SELECTIVE CATALOG: PLANS FOR  
MAKING THE LARGE CATALOG  
USABLE\*

BY RUTH RSHOLT, *Head, Catalog Department, Public Library, Minneapolis, Minnesota*

With all our efforts to simplify, restrain and popularize the card catalog we still fall far short of satisfying the staff, the public, or ourselves. We have adopted various expedients. Each department, music, fine arts, useful arts and juvenile, has its own catalog. We, therefore, drain into these catalogs much subject work, all but main subject cards and all analytics, which belong in the special departments.

\*Abstract.

\*Abstract.

Books in foreign languages are cataloged only so far as they are called for. In the less known languages an author card is sufficient. Books in French, German, Spanish and Italian are sparingly analyzed.

We are conducting several experiments which may be of interest. They are really "annexes" to the main catalog which goes on its destined way unaffected by them.

The circulation and reference departments, because of lack of space in an old building crowded to overflowing, are housed on two separate floors. The reference department has the main catalog. The circulation department when this change was effected needed a catalog. It was impossible to run two complete catalogs so a compromise was agreed upon. Here was a chance, we thought, to make the catalog the "average reader" would hail with delight. We would put into this catalog only records for circulating books, the popular titles and ignore older works, learned treatises and the like. Perhaps there is no "average reader." In any event no one likes the catalog. It "lets one down" at almost every point. It must always be used with the reservation "Perhaps you will find that book in the main catalog." In spite of the restrictions placed upon it, it grows too rapidly for comfort. It is expensive to make and keep up and satisfies nobody.

A short catalog which is popular, however, is the new book box which stands on the charging desk. It is arranged by week and shows by a short entry what has been added each day. This record is made up of the notes clipped from *The Booklist*, and the *Book Review Digest*. These notes are first filed with the Library of Congress cards awaiting new books, are used by the catalogers, are filed in this list, then used for the printed monthly bulletin and lastly filed in still another experiment.

We started this year a revolving catalog, placed in the reference department. The plan is to show what is added year by year for the next four or five years. Each year we use a different colored card and when the end of the term is reached pull out cards of the first year's color and so on, keeping it always a record of the years agreed upon only. It does not change the plan of the

main catalog but serves as a chronologic index by author and main subject. We put in cards with the author's name in full, brief title, date and call number, nothing else. We put in no titles but aim to show what we have bought of an author's work and on what subjects during this period of time. We file here all notes we have cut and mounted. We include no art, music or juvenile books because the time demand is not stressed with these. We do not put in any reference books, nor the learned and rare books. So far readers seem to like it and prefer it to the main catalog unless doing research work.

We find that for many readers the printed list is better than a card catalog and we cover this demand by the monthly *Community Bookshelf* and by many short bibliographies, envelope size, on the much called for subjects.

The whole problem is complicated. We do not feel we have solved it but we are working at it, shaping it here, rounding off sharp corners there, simplifying and condensing where we can; endeavoring to make one card grow where two grew before whenever possible. The ideal of course is always to make the catalog a living tool, making usable the otherwise inaccessible resources of the library.

On the same subject H. H. B. Meyer, Library of Congress, described his "A.L.A. Catalog" based on *The Booklist* and supplemented by titles recommended by experts. He urged treating the catalog as a collection of books and recommended duplicating small portions of it for special subjects.

MUSIC CATALOGING AND A PROPOSED INDEX TO SONGS was generally discussed. Mrs. Jennings presented the results of a questionnaire on the subject, as follows:

The questionnaire was sent to about thirty libraries. Nineteen answers were received. The approximate number of volumes of song collections in the different libraries varied from 60 to 1,518, the latter being the number from the Library of Congress. Of the 19 libraries 7 had prepared indexes, the largest of those was estimated to contain about 18,000 entries. Ten had no index, and two reported indexes begun.

Seventeen out of nineteen would support



the movement for an index to songs provided the cost was not above ten dollars. These libraries which have indexes would be willing to have their indexes used for consultation and verification of entries.

In regard to entries needed in such an index, the recommendations were fairly uniform. The answers are as follows:

An entry under composer,—16 yes, 3 qualified assent.

A title entry was unanimously demanded.

A first line entry when title differs from first line was favored by 16, was questioned by two and opposed by one.

Opinion as to whether the title entry should be in the original or in the best known English form was equally divided, the popular libraries preferring the English form, the others the original language.

In answer to the question in regard to a special classified section under headings such as folk songs, etc., many suggestions were made: Christmas carols, college songs, national songs, etc.

Should collections of hymns be included in the index? Seven voted yes, nine no, and two were doubtful. The great increase involved in the size of the index was the chief objection. If hymns were included important collections, both denominational and undenominational, were suggested for indexing.

Franklin F. Hopper, New York Public Library, led a discussion on the song index. He said:

At Swampscott I talked with Mr. Wilson and I have talked to him since. In my opinion it is a much more practicable thing for a concern like the H. W. Wilson Company to publish a song index, than for the A.L.A. to do so. The questionnaire which Mrs. Jennings has compiled is going to be an eminently useful guide. My suggestion would be that we turn over all our data to Mr. Wilson, who has promised to undertake the publication,—he has the thing in hand. Mr. Wilson will, of course, put it in the hands of an expert compiler. In my opinion Mr. Wilson will need to get considerably more detailed information than has been forthcoming through the questionnaire, particularly in some points. In New York, through the music division of the reference

department which already has a song index on cards and in Newark, where the public library has even a larger index available, and also from the help the Library of Congress through their music division can give in a bibliographical way, and also from various other data I think Mr. Wilson will be able to put the thing together more expeditiously than we can co-operatively.

May I say I feel more optimistic than ever. Mr. Wilson knows more about this than I do, but nevertheless, I am more optimistic than he is about the value and extent of the sale of the song index. I know, for instance, how much we need it in New York, in our forty branches, and I believe that in every medium-sized library over the country it will be found indispensable.

Mr. Wilson announced that the H. W. Wilson Company plan to issue such an index in the near future and would appreciate the co-operation of the Catalog Section.

Agnes S. Hall, Denver Public Library, discussed the problems of MUSIC CATALOGING, bringing out the perplexing questions involved in the cataloging of a large music collection. The discussion which followed brought out practical suggestions in answer to the questions raised.

The following addresses were made:

PRINCIPLES OF CATALOGING FOR  
BRANCH LIBRARIES, AS ILLUSTRATED IN THE METHODS  
OF THE CARNEGIE LIBRARY OF PITTSBURGH  
AND THE ST. PAUL  
PUBLIC LIBRARY\*

By AMY C. MOON, *St. Paul Public Library*

The position of permanent branch libraries is a rather unique one, for, while each branch is as complete a unit as any small town library, it is also a part of a big system and its rules and tools should be as nearly uniform as possible with those of the central library and the other branches.

This applies particularly to the branch catalog, which, while it shows the resources of a special collection, shows them in such a way that those familiar with the catalog of

\*Abstract.

the central library should be able to use that of any of its branches with equal ease.

The best way to insure complete uniformity in the catalogs of the whole system is to centralize the work in the catalog department. Beside the question of uniformity there is that of efficiency and economy. It stands to reason that the specially trained catalog staff can do the same books for the central library and for the branches with more speed and efficiency than for the staff of each branch to do all or part of its own cataloging. The same decisions can be made and the same processes carried on for all at the same time, instead of being repeated several times in the separate branches.

The problems of branch cataloging vary of course in different places, and in special branches, such as business or high school branches, etc. may require special treatment, but there are a few general principles, which, if followed, should make the subject simpler and easier.

First—To repeat what has been said, there should be uniformity and completeness in records. The branch, even though small, should have for its collection as full a catalog as the central library. The classification and the subject headings should be the same with all needed cross references. While meager records may serve as a makeshift until more complete ones be made, it must be remembered that the branch collection is permanent, and the work will be hampered without a full, permanent catalog.

Second—The official catalog card should be a union card containing names of branches having books, so that at a glance it can be ascertained just where the books are placed in the system. If there is no official catalog an alphabetical union branch list should be kept in the central catalog department.

Third—There should be a complete shelf list record for branches in the catalog department as well as a shelf list in each separate branch.

Perhaps the best method of keeping the record at the main library is to combine it with the central shelf list, using consecutive copy numbers for main and branches, distinguishing them by letters prefixed or added for branch numbers. This means a very

close relationship between the central library and branches. It is an advantage to be able to have one card include the record of everything, which more than offsets the possible inconvenience of having the combined copy numbers run rather high. By this method, copy 6 for a branch book does not mean that there are five other copies there, but that it is the 6th copy in the whole system.

Another method which is good is for each branch to keep its own collection entirely separate as far as copies are concerned. In this case, a union branch shelf card should be used containing separate records for each branch, this card, which may be of another color for convenience, to file behind the central shelf card for the same book. It means that an extra card must always be made and the records are not quite as easy to consult as when the first method is used.

Fourth—A union branch list of subject headings should be kept up. It should indicate branches having headings and cross references. Whenever any new cards are sent to branches the headings should be checked by this list, new headings made and needed cross references ordered. All necessary cross references for personal names should also be added. The branch author card should contain tracing for headings.

Fifth—The catalog department should keep the statistics of all branch books, not only of the additions but of withdrawals. After discards are taken from branch records they should be sent to the catalog department to be taken from its records and to be incorporated in the final statistics of the whole system.

The Carnegie Library of Pittsburgh and the St. Paul Public Library have the same general principles of branch cataloging as those mentioned above with some differences in details. The Carnegie Library is older and its branch collections larger. It has a separate catalog for the juvenile books in each branch and a well-developed union system. It has its printing department and bindery which modify some of its methods of duplication and the mechanical processes of preparation of books for the shelves.

The St. Paul Public Library has no branch older than five years and has no need as yet

of a separate juvenile catalog for the branches. It uses the Library of Congress cards as far as possible and has no bindery, which cause its methods to differ somewhat from those of the Carnegie Library of Pittsburgh. Its shelf records are not as complete, but, with the growth of the branches, the shelf list can easily be enlarged and developed to meet the needs of an increased collection.

Both libraries are good types of a centralized system of branch cataloging.

### BRANCH CATALOGING IN THE DETROIT PUBLIC LIBRARY\*

BY ABBIE F. GAMMONS, *Detroit Public Library*

It is necessary to survey certain general features of the work in the catalog department, in so far as they affect our method of cataloging for sixteen branches and enable us to reduce the red tape of record keeping to a minimum.

When the books come to us from the order department they are separated into two groups—the new material and the old, or added copies. The order department inserts blue slips in all added copies, so that these are readily distinguishable from the new titles and may be sent on at once to the assistant in charge of this work. Library of Congress cards are ordered for the new titles from the books themselves, so they are held up for a short time until the cards come. Then the new non-fiction is distributed among the assistants in the department according to its subject or class. Art, technology, and music each has its own classifier and cataloger, and the same is true of the periodicals, continuations, government publications, and the foreign material. The branch work is distributed in somewhat the same way, though not so extensively. The greater part of the branch non-fiction is kept in the hands of one person, but the continuations, periodicals and foreign books are turned over to the assistants who handle these classes for the main library.

As a rule no title is sent to the branches unless it has already been cataloged for main. So there is an official catalog card in file from which the branch cataloger gets all her data

for writing up the branch cards. This official indicates the branch tracing whenever it differs from main, as it does in the case of a few subject headings and in the number of analytics to be made. Library of Congress cards are used whenever possible, but if we have to type the branch cards the form is very brief, omitting publisher, place of publication and collation, unless it is more than one volume.

We do not use accession numbers in our system but rely on the copy numbers to distinguish one copy from another. When the first copies of a certain title are cataloged for a branch, the copy numbers are assigned in our department, and the shelf list for the branch is made. No record of the number of copies at the branch is kept in our department, however. Our branch record consists of a buff card which lists the names of the branches and to which the cataloger adds the author, title, imprint and call number of the title being cataloged. This buff card is filed directly behind its official catalog card and the branches are merely checked as their first copies are cataloged. All added branch copies, therefore, have their copy numbers assigned at the branch according to the shelf list there. This is a great time saver in our department in handling this part of the branch work as it means that our assistant has only to look up the buff card for a given title to make sure that the branch in question has been checked, and that the book is the same edition. Then she writes the call number only in the book and forwards it with the buff card to her reviser.

The new fiction follows the same procedure as the new non-fiction, except that the cards are always typed. The fiction is not Cuttered, but the adult is separated from the juvenile and the latter stamped J. The added branch fiction then is ready to be sent out at once, for the buff records are not consulted in this case, but the sorting done by the order department is relied upon.

We are planning a reorganization of the foreign material, and have started to pool it all in the down town annex, which will serve as a distributing centre to the branches. Instead of making cards and shelf-lists for each branch, we make one card for the down town pool, and an additional shelf-list for each

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copy of a given title. This shelf-list is sent with the book when it is loaned to a branch and is kept on file at the branch. The downtown card is a sort of joint shelf-list, which lists the names of the branches as well as the number of copies of a given title, and this is used as a record of the copies loaned.

While the initial cataloging is done in the catalog department, all changes of call number, subject headings, added entries, and so on, are made at the branches under our direction. Each week we send them a list of the changes to be made and any necessary information that will enable them to keep their catalogs up to date.

The shipping of the books is done from the extension department, so we have no check in our department on the actual number of books sent out. The branch librarians meet this contingency by sending in regularly, lists of books ordered which have not been received and these are investigated.

#### GEOGRAPHY IN THE GROSVENOR LIBRARY\*

BY RUDOLPH ARMBRUESTER, *Grosvenor Library, Buffalo, N. Y.*

Books, atlases and magazines are cataloged and filed in the regular manner. An extra card of each of these publications is furnished to the geographical department, which prepares, in some cases, especially if these publications contain maps, analytical cards. Sheet maps are accessioned, cataloged, and filed in the geographical department. The numbering system is based upon ten index maps, of which there is one of each, namely: Canada, United States, Mexico, Central America and the West Indies, South America, Europe, Asia, Africa, Australia and the Islands of the Pacific, North Polar Regions, and South Polar Regions. On these index maps the border lines of the maps are indicated in colors, and the maps numbered in consecutive order, each index map beginning with the number one. The number of the map is written in the lower left hand corner of the index lines. By this system the index map

shows at once whether the library has maps on file covering the desired territory.

The index card contains the description of the map, the name of the index map, the number on the index map and the number of the drawer of the filing cabinet, or the shelf number in case the map is another publication.

The card index is divided into three sections: number index, author index, and subject index. This index contains also Armbruester's GI cards, the analytical index cards for geographical magazines.

In order to save space the maps are filed according to size in a steel cabinet of 48 drawers, ranging from 18 by 23 inches to 52¾ by 64 inches, with an inside height of 2 inches. From 5 to 6,000 sheet maps can be filed in this case for which a floor space of only 45 square feet is required. The maps are marked with a rubber stamp:

Grosvenor Library.

Asia No. 14 Map Case Drawer No. 5.  
Sheet No. 3.

In order to furnish people with easy access to maps which cover territories and subjects of present or daily interest, a display fixture of 35 wings, each 82 by 54 inches, equal to a display area of 2152 square feet, is used.

Maps are filed flat, in strong manila paper covers, with the numbers of the maps marked on the outside. Very large wall maps are on spring rollers in Nystrom's rotary cases.

The Library of Congress system is followed for the United States Geological Survey topographical maps. That is, the maps are arranged by states and pasted at the top in loose-leaf manila books, size 20 by 25 inches, not more than three maps on a page, with an index map in the front. Old maps are also filed in these loose-leaf manila books, by territories and year, thereby forming historical atlases.

The aim is, if possible, to have the official maps on file, one on a small scale as a general map, and one on the largest scale obtainable; also maps showing special features, as political, physical, racial, historical, statistical, industrial, etc.

\*Abstract.

# THE CARE OF MAPS AT THE JOHN CRERAR LIBRARY\*

By A. G. S. JOSEPHSON, *The John Crerar Library, Chicago, Illinois*

Before 1907 the library possessed few maps other than the topographic, geological and economic maps received from government offices. These latter were kept in wooden map cases of the usual type. Other single maps of any specific interest were cut, mounted, folded and placed on the regular shelves like books. Maps of less significance were placed with the pamphlets.

With the receipt of the gift of Dr. Mortimer Frank in 1907 it was decided to treat maps, charts and similar material as distinct from the books and pamphlets. A special map accession book was made up; and all material entered in this book received the letter M before the accession number. This letter is also prefixed to the call numbers. The maps were classified in 940-999 of the decimal classification, and placed in large manila folders; these were placed in wooden cabinets similar to those already in use. When the Ehrenburg collection began to be handled, it was found that a more specific classification would have to be used; and geological maps were classed in 550, transportation maps in 656. When material in a folder became too diversified, it was broken up, so that for example the one containing the maps of Italy included, first, all maps that dealt with any part of the country; then when a number of maps of Italian cities had been added, these were taken out and placed in a separate folder marked Maps of Italy—Cities; and when the number of maps of Rome had sufficiently increased, another folder was made up for maps of Rome. But until the receipt of the Levasseur collection, no maps were treated individually. When the arrangement of the Levasseur collection was taken up, it was soon found that the wooden cases would be too expensive, and on account of the mass of material on a single subject, too inadequate. Special boxes of reinforced boards were therefore ordered, 41 in. long, 29 in. deep and 3¾ in. high. These were placed on a special steel stack. The boxes contain

usually more than one folder of maps; but in some cases the maps belonging to the same group are numerous enough to fill a whole box, or even two boxes.

Although the rule has been to group the maps and put each group together in a folder, a certain number of individual maps have been placed in folders by themselves. This has been done with maps consisting of several sheets, with important maps issued by government bodies, with maps by Émile Levasseur and other well-known cartographers.

The cataloging rules for the map collection are still being compiled. The special collections are given very brief entries, as

Maps of Wisconsin—counties.

Maps of Wisconsin—railways.

Maps. Transportation maps of the world.

The collation consists of the single word "Portfolio," and no size is given. A complete list of the maps in these folders is kept in the map shelf-list.

The entries for single maps follow regular cataloging rules as to heading, title, and imprint. The collation consists of a statement of the number of sheets or sections followed by the size, i. e.

1 map. 110 x 114 cm.

1 map in 12 sections, each 54 x 46 cm.

The size is measured from the border of the actual map and not from the edge of the margin. In case of large maps composed of many sections where the library possesses an incomplete set, the actual number of sheets on hand is given in the collation, while a note reads: Complete in 20 sections. Where the number of sections is not known, the collation reads: 1 map in sections, each (with small variations) 55 x 51 cm. with a note stating the actual sheets in the library; e. g., Library has 18 sections entitled as follows: Casa Branca, San Carlos, etc. Other notes given are scale (unless forming part of the title), engravers, inset maps of special importance, coloring when significant. Dash entries are used for other editions differing slightly from the main entries.

In the absence of the chairman, Miss Sutliff, reporting for the Committee on Resolutions, presented the following resolutions which were unanimously adopted:

*Resolved*, That the Catalog Section heart-

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ily indorses Mr. Hanson's contention that a thorough education, preferably four years of college, is essential preparation for good cataloging work, this preparation to emphasize foreign languages, especially Latin and German at this time.

*Resolved*, That the Catalog Section urge that this matter be given consideration by all library schools and authorize the secretary to call this resolution to the attention of the Association of American Library Schools.

*Resolved*, That it is the sense of the Catalog Section that if catalogers with the above qualifications are to be attracted to and kept in this field, the maximum and minimum salaries must be increased and the clerical work required of the cataloger be reduced to the lowest amount possible.

*Resolved*, That the Catalog Section authorize the incoming officers to carry forward the work on the proposed Index of Songs and to report progress at the next meeting.

*Resolved*, That thanks are due to all who have labored to prepare the program, and to those who have so ably assisted in carrying it out.

The Resolutions Committee also stated:

As an outgrowth of the free discussion in this section, begun in Swampscott and con-

tinued in this meeting, catalogers must be sensible of a better understanding and appreciation of their problems on the part of those not directly engaged in the work.

It was moved by Miss Hedrick, chairman of the Smaller Libraries Division, and seconded by Miss Tucker, Harvard University Library, that the chairman appoint a committee of five to prepare a report on the questions of organizing an association of catalogers and to outline a method of procedure. The motion was carried. The committee will be announced later.

Adelaide F. Evans, chairman of the Committee on Nominations, presented the following names: Chairman, Helen B. Sutliff, Stanford University Library; secretary, Ruth Wallace, Indianapolis Public Library. Moved and seconded that the secretary be instructed to cast a unanimous ballot for the persons nominated. Carried.

On motion the meeting adjourned.

RUTH ROSHOLT,  
Secretary.

## CHILDREN'S LIBRARIANS SECTION

### First Session

The first meeting of the Children's Librarians Section was held Tuesday afternoon, June 27, with Clara W. Hunt, chairman, presiding. The topic for the afternoon was a series of papers on children's books and the present day interest in them. The culmination of this meeting was the awarding of the John Newbery medal for the most distinguished contribution to American literature for children during the year 1921.

The following speeches were presented:

### RECENT PUBLICATIONS OF FOLK TALES AND MODERN FAIRY TALES, AND THE STORY HOUR\*

By MARGARET B. CARNEGIE, *Supervisor of Story Telling, Carnegie Library of Pittsburgh*

The rambling organization and the questionable moral value of many of the stories found in the recent collections of folk tales

and fiction fairy tales, makes it difficult to discuss them in connection with story telling. Because of the lasting influence which the story heard in the story hour has on the child's literary taste and moral development, a careful selection is most necessary. Certain criteria must be kept in mind constantly: the treatment of the story must be sincere, direct, straightforward; the ideals presented must be such as shall be worthy of a child's admiration and imitation.

Many of the recent publications of folk tales have been tales of Czecho-Slovakia and of Russia. *Hero tales and legends of the Serbians*, by Petrovitch, is a book worth noting because of its careful selection of stories and the sincerity of treatment. It is of greater interest to adults than to children however, as it includes chapters on manners and customs, and personal comments by the author. The *Czecho-Slovak fairy tales* by Parker Fillmore is well worth while, but later books by the same author are not so good. *Wonder tales from Russia* by Jeremiah Cur-

\*Abstract.